

Agency Name and #			Request *	Retention	Disposition *
Division #	Division Name				
Index #	RDA #	RDA Title	(* see Legend on last page)		
<b>245-WISCONSIN HISTORICAL SOCIETY</b>					
1	00189000.	BOARD OF CURATOR AWARDS	New	EVT+7	DEST
<b>370-NATURAL RESOURCES</b>					
/012/	FOREST MANAGEMENT				
2	00729A00.	FIRE REPORT CASE FILE	Amendment	EVT+4	SHSW
3	01207000.	FORESTRY CONTACT RECORDS	New	EVT+10	DEST
4	01208000.	FIRE TOWER DOCUMENTATION	New	EVT+7	SHSW
5	01209000.	ALL-RISK RESPONSE - INCIDENT ADMINISTRATION FILE	New	EVT+7	DEST
6	01210000.	ALL-RISK RESPONSE - INCIDENT HISTORY FILE	New	EVT+150	SHSW
/015/	NATURAL HERITAGE CONSERVATION				
7	00593000.	SCIENTIFIC COLLECTORS PERMITS	Amendment	EVT+5	DEST
8	01102000.	NHI ORACLE DATA	Amendment	PERM	PERM
9	01103000.	NATURAL HERITAGE INVENTORY (NHI) INVENTORY DATA INVENTORY FILES	Renewal	PERM	PERM
10	01104000.	NATURAL HERITAGE INVENTORY (NHI) TRAINING	Amendment	EVT+5	DEST
11	01105000.	AQUATIC AND TERRESTRIAL RESOURCES INVENTORY (ATRI) MASTER DATA	Renewal	PERM	PERM
12	01105A00.	INVASIVE PLANT OCCURRENCE AND DISTRIBUTION DATA	Amendment	EVT+5	DEST
13	01107000.	ER REVIEWS - ENDANGERED RESOURCE (ER) REVIEW LETTER RECORDS	Amendment	EVT+10	DEST
14	01108000.	INCIDENTAL TAKE PERMITS AUTHORIZATIONS	Amendment	EVT+20	DEST
15	01109000.	BROAD INCIDENTAL TAKE AUTHORIZATIONS (BITS/AS) - REPORTS AND DOCUMENTATION	Amendment	EVT+10	DEST
16	01110000.	ENDANGERED/THREATENED (E/T) SPECIES PERMIT RECORD	Renewal	EVT+10	DEST
17	01111000.	FALCONRY PERMITS	Renewal	EVT+10	DEST
18	01113000.	STATE NATURAL AREAS (SNA) INVENTORY & MANAGEMENT RECORDS	Amendment	EVT+20	SHSW
19	01114000.	STATE NATURAL AREA (SNA) COLLECTION / RESEARCH PERMIT	Amendment	EVT+20	DEST
20	01118000.	SEED COLLECTING ON DNR LANDS PERMITS & REPORTS	Renewal	EVT+10	DEST
21	01119000.	ENDANGERED RESOURCES DATA SHARING AGREEMENTS	Amendment	EVT+10	DEST
22	01205000.	KARNER BLUE BUTTERFLY INCIDENTAL TAKE PERMIT (ITP) AND HABITAT CONSERVATION PLAN (HCP)	New	EVT+10	DEST
23	01206000.	KARNER BLUE BUTTERFLY INCIDENTAL TAKE PERMIT (ITP) AND HABITAT CONSERVATION PLAN (HCP) TRAINING	New	EVT+5	DEST
/034/	SCIENCE SERVICES				
24	00400000.	OPERATOR CERTIFICATION RECORDS	Renewal	EVT+3	DEST
25	00403000.	EXAMINATION ROSTERS AND RESULTS	Renewal	EVT+6 MOS	DEST

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<i>/082/ LEGAL SERVICES</i>					
<b>26</b>	0752A000.	WCC REMOTE MEETINGS RECORDINGS	New	EVT+90 DAYS	DEST
<i>/095/ ENVIRONMENTAL ANALYSIS &amp; SUSTAINABILITY</i>					
<b>27</b>	00190000.	LABORATORY CERTIFICATION RECORDS	Renewal	EVT+10	DEST
<b>28</b>	00191000.	LABORATORY CERTIFICATION PROFICIENCY TESTING (PT) SAMPLES	Renewal	EVT+3	DEST
<b>29</b>	00192000.	LABORATORY AUDITS	Renewal	EVT+10	DEST
<b>30</b>	00195000.	LABORATORY CERTIFICATION ENFORCEMENT ACTION CASE FILES	Renewal	EVT+15	DEST
<b>31</b>	00196000.	LABORATORY CERTIFICATION NOTICES AND ORDERS OF REVOCATION	Renewal	PERM	PERM

<b>395-TRANSPORTATION</b>					
<i>ENGINEERING CONSULTANT AND SPECIALIZED HIGHWAY CONTRACT MANAGEMENT</i>					
<b>32</b>	00486000.	ROSTER OF ELIGIBLE ENGINEERING CONSULTANTS REPORT	Amendment	EVT+7	DEST
<b>33</b>	00487000.	HIGHWAY PROJECTS ENGINEERING CONSULTANT CONTRACTS	Amendment	EVT+6	DEST
<b>34</b>	00490000.	CONSULTANT CONTRACTING MASTER DATA	Amendment	EVT+10	DEST
<b>35</b>	00492000.	CONSULTANT SELECTION PROCESS AND ENGINEERING AND RELATED SERVICE RECORDS	Amendment	EVT+4	DEST
<b>36</b>	00493000.	CONSULTANT SELECTION SUMMARY AND RELATED RECORDS	Amendment	EVT+5	DEST
<b>37</b>	00494000.	ELIGIBLE ENGINEERING PRIME CONSULTANT REGISTRATION (ROSTER) FILE	Amendment	EVT+10	DEST
<i>CAR-KILLED DEER AND BEAR REMOVAL PROGRAMS</i>					
<b>38</b>	01071000.	CARCASSES REMOVAL SERVICE REQUESTS	New	EVT+3	DEST
<b>39</b>	01072000.	CKD AND CKB PROGRAM REPORTS	New	EVT+3	DEST
<i>/083/ DTIM - STATE HIGHWAYS DATA MANAGEMENT</i>					
<b>40</b>	00069000.	CONTINUOUS COUNT STATIONS (CCS) EQUIPMENT MAINTENANCE FILE	Amendment	EVT+3	DEST
<b>41</b>	00069A00.	CCS EQUIPMENT INVENTORY LISTS	Amendment	EVT	DEST
<b>42</b>	01076000.	VEHICULAR TRAFFIC DAILY, MONTHLY AND ANNUAL DATA	New	EVT+50	SHSW

<b>410-CORRECTIONS</b>					
<b>43</b>	00059000.	OFFICE OF DETENTION FACILITIES APPROVAL DOCUMENTS	Amendment	EVT+7	DEST
<b>44</b>	00061A00.	OFFICE OF DETENTION FACILITIES INSPECTION REPORTS	Amendment	EVT+10	SHSW
<b>45</b>	00065000.	OFFICE OF DETENTION FACILITIES FACILITIES POPULATION REPORTS	Renewal	EVT+1	SHSW
<b>46</b>	00110000.	JUVENILE FIELD CASE FILES	Renewal	EVT+7	DEST
<b>47</b>	00110B00.	JUVENILE FACILITY SOCIAL SERVICES CASE FILES	Renewal	EVT+7	DEST
<b>48</b>	00110C00.	OJOR CASE FILES	Renewal	EVT+7	DEST
<b>49</b>	00121000.	INMATE COMPLAINT REVIEW SYSTEM RECORDS	Renewal	EVT+10	DEST

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<b>50</b>	00124000.	DOC NOTIS	Renewal	EVT+8	DEST
<b>51</b>	00072000.	ADULT INSTITUTION CASE FILES	Amendment	EVT+7	SHSW
<b>52</b>	00081000.	AGREEMENT ON DETAINERS-CERTIFICATE AND FINAL DISPOSITION	Amendment	EVT+2	DEST
	<i>ADULT INSTITUTIONS RECORDS OFFICES</i>				
<b>53</b>	00209000.	ADULT INSTITUTION CASE FILES - SEX OFFENDER	Amendment	EVT+60	DEST
<b>54</b>	00210000.	ADULT INSTITUTION CASE FILES - SEX OFFENDER (DECEASED)	Amendment	EVT+7	DEST
<b>55</b>	00239000.	ADULT INSTITUTION CASE FILES - ICC AND IGA	Amendment	EVT+7	DEST
<b>56</b>	00240000.	MOVEMENT OF POPULATION	Amendment	EVT+100	DEST
<b>57</b>	00241000.	TRANSFER FILE CHECK-IN LOGS	Renewal	EVT+2	DEST
<b>58</b>	00242000.	OFFENDER FILE TRANSFER LISTS	Amendment	EVT+1 MO	DEST
<i>/650/</i>	<i>JUVENILE INSTITUTIONS CENTRAL OFFICE</i>				
<b>59</b>	00319000.	RECORDS OF NON-DJC YOUTH IN JCF	Renewal	EVT+1	DEST
<b>60</b>	00354000.	FOSTER GRANDPARENT PROGRAM PERSONNEL RECORDS	Renewal	EVT+8	DEST
<b>61</b>	00359000.	JUVENILES WITH ADULT CORRECTIONAL STATUS CASE FILES	Renewal	EVT+7	DEST
<b>435-HEALTH SERVICES</b>					
<i>/216/</i>	<i>DCTS - CENTRAL WISCONSIN CENTER</i>				
<b>62</b>	00751000.	GENETIC/PEDIGREE RECORD	Amendment	EVT+50	SHSW
<i>/219/</i>	<i>DCTS - SOUTHERN WISCONSIN CENTER</i>				
<b>63</b>	00909000.	APPLICATION FOR SHELTERED WORKSHOP/CLIENT WORKER CERTIFICATE	Amendment	EVT+4	DEST
<i>/821/</i>	<i>DES - FISCAL SERVICES</i>				
<b>64</b>	00014000.	COLLECTIONS CASE FILES	Renewal	EVT+5	DEST
<b>445-WORKFORCE DEVELOPMENT</b>					
<i>/150/</i>	<i>OFFICE OF THE SECRETARY</i>				
<b>65</b>	00040A00.	INTERNAL LEGISLATIVE RECORDS	Amendment	EVT+7	SHSW
<i>/750/</i>	<i>WORKFORCE TRAINING</i>				
<b>66</b>	00443000.	FIDELITY BOND REQUESTS AND APPROVALS / DENIALS	Amendment	EVT+3	DEST
<b>455-JUSTICE</b>					
<i>/113/</i>	<i>OFFICE OF OPEN GOVERNMENT</i>				
<b>67</b>	00065000.	PUBLIC RECORDS - OPEN MEETINGS (PROM) HELP LINE RECORDS	New	EVT+3	DEST

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<b>485-VETERANS AFFAIRS</b>			
/005/	FISCAL SERVICES - FISCAL RECORDS		
68	00131000.	MAINTENANCE INVENTORY ISSUE RECORD	Amendment CR+1 MO DEST
69	00132000.	RETURN GOODS RECORDS	Amendment CR+1 DEST

**COUNTIES AND OTHER LOCAL UNITS OF GOVERNMENT**

Wisconsin Stat. § 16.61(3)(e) allows, but does not require, the Board to establish a minimum retention period for any record of a local unit of government. To do so, the document submitted by the local government for Board review must be sufficiently clear for the Board to understand the nature of the document and the requested retention period. However, any Board approval is limited to the retention period and does not cover any other aspect of the documents submitted, such as any accompanying local ordinance.

MADISON, CITY OF			
/46/	TREASURER		
70	TR000011.	TAX PAYMENT RECORDS	New FIS+50 DEST
DODGEVILLE, CITY OF			
	POLICE DEPARTMENT		
71	1	SQUAD CAR CAMERA VIDEO / AUDIO RECORDINGS NOT LINKED TO A CRIMINAL CASE	New CR+121 DAYS DEST
72	2	BODY WORN CAMERA VIDEO / AUDIO RECORDINGS WHICH ARE NOT LINKED TO CRIMINAL CASE	New CR+121 DAYS DEST
73	3	CITY VIDEO SURVEILLANCE RECORDINGS NOT LINKED TO A CRIMINAL CASE	New CR+121 DAYS DEST

**Request and Disposition Legend**

New: Submission has not been reviewed before  
 Amendment: Submission has changes from previous version  
 Renewal: Submission has no changes from previous version  
 Extension: Sunset date extension request

DEST: Destroy or Destroy Confidential  
 SHSW: Transfer to Wisconsin Historical Society  
 UW-TRANS: Transfer to UW Archives  
 TRANS OTHER: Transfer as noted on submission  
 PERM: Retain Permanently